

# HVSA Data Collection Training- Parents as Teachers (PAT)

---

AUGUST 9, 2017



Washington State Department of  
**Early Learning**



# Housekeeping

---

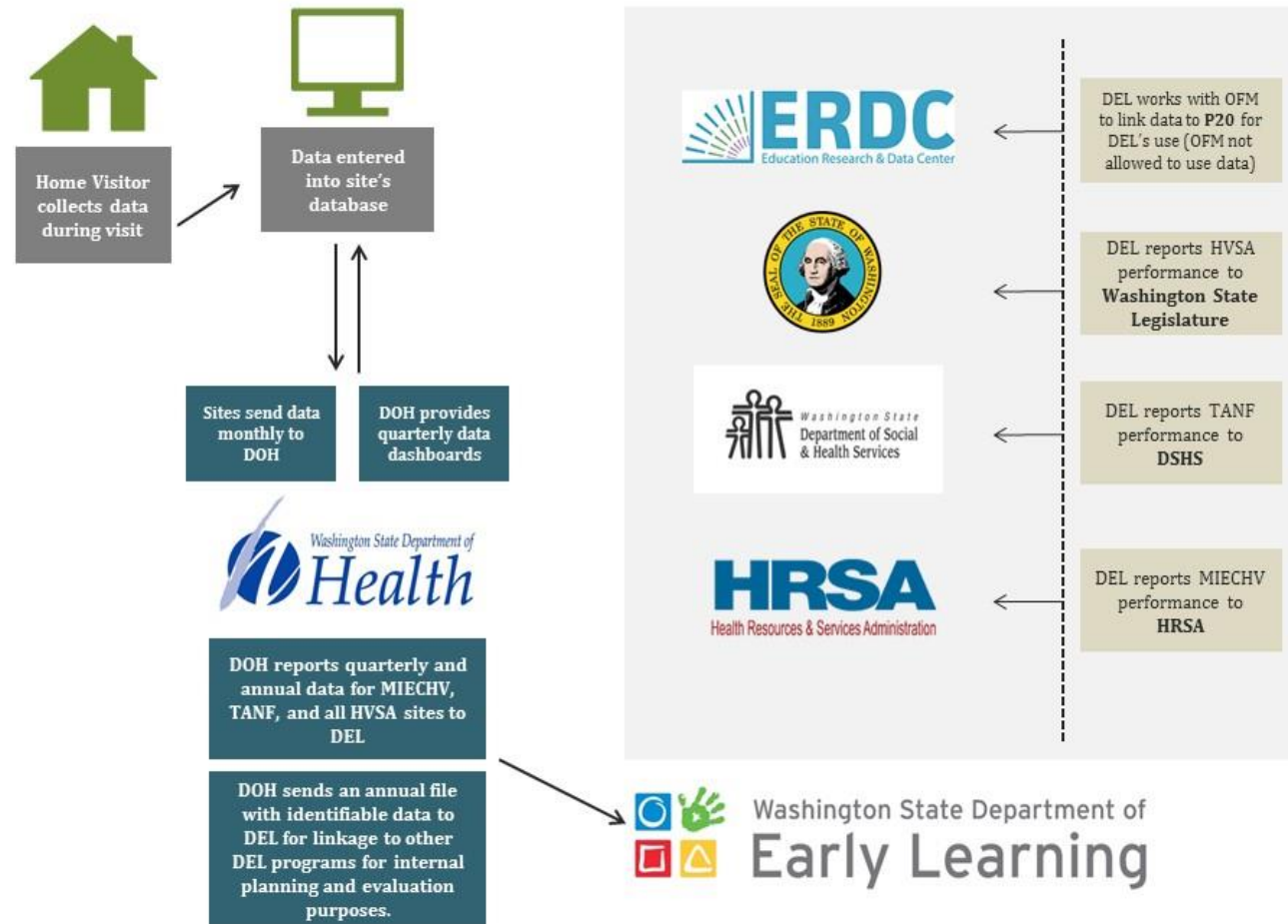
- Please mute your phone
- If you have a question, please type it into the chat box
- For any additional questions about data collection please email
  - Stephanie Kovacs at [Stephanie.Kovacs@doh.wa.gov](mailto:Stephanie.Kovacs@doh.wa.gov) or
  - Elisa Waidelich at [Elisa.Waidelich@doh.wa.gov](mailto:Elisa.Waidelich@doh.wa.gov)

# Agenda

---

- ☐ HVSA Definitions
- ☐ Funding Code Guidance and Consent Process
- ☐ HVSA Aligned Measures
  - ✓ Definitions
  - ✓ Data Collection
- ☐ Performance Payment Incentive Measures
- ☐ SFT Process – Safe File Transfer
- ☐ Questions?

# HVSA – Data Flow



# HVSA Definitions

---

# Enrollment and Retention:

---

## Measures Defined:

Enrolled Clients

Actively Enrolled Clients

Engaged Clients

Fully Engaged Clients

Inactive clients (families)

Newly enrolled clients (families)

Children enrolled

Index Child(ren)

Number of families receiving home visits

Exits

Exits meeting the HVSA retention goal

Exits before HVSA retention goal

## Key Definitions (Full definitions in manuals):

**Actively Enrolled Clients:** All clients with some enrollment time during the report period and have completed a home visit within 90 days of the end of the report period.

**Engaged Clients:** All enrolled clients who have completed at least one home visit in the 30 days preceding the end of the report period.

**Children Enrolled:** All children with some enrollment time during the report period.

**Index Children:** Child with the birthdate closest to enrollment will be the child reported on for the aligned measures.

# Enrollment and Retention:

## Measures Defined:

Enrolled Clients

Actively Enrolled Clients

Engaged Clients

Fully Engaged Clients

Inactive clients (families)

Newly enrolled clients (families)

Children enrolled

Index Child

Number of families receiving home visits

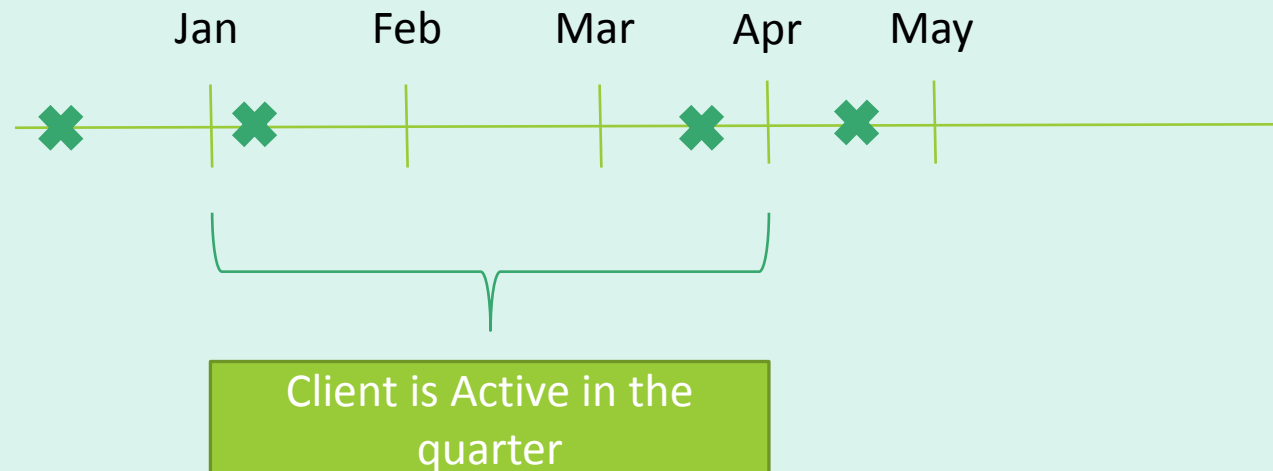
Exits

Exits meeting the HVSA retention goal

Exits before HVSA retention goal

## Key Definitions (Full definitions in manuals):

**Actively Enrolled Clients:** All clients with some enrollment time during the report period and have completed a home visit within 90 days of the end of the report period.



# Enrollment and Retention:

## Measures Defined:

Enrolled Clients

Actively Enrolled Clients

Engaged Clients

Fully Engaged Clients

Inactive clients (families)

Newly enrolled clients (families)

Children enrolled

Index Child

Number of families receiving home visits

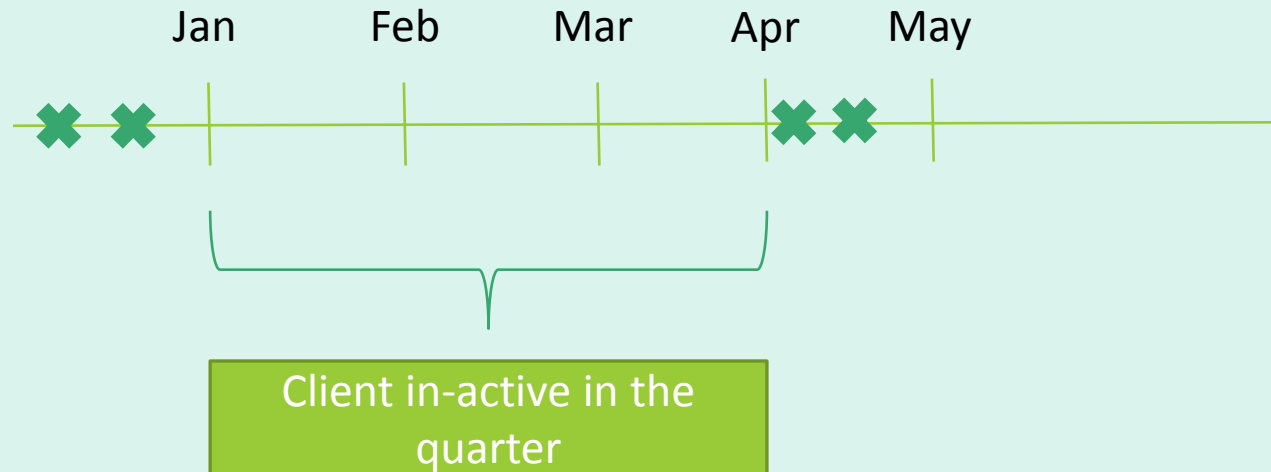
Exits

Exits meeting the HVSA retention goal

Exits before HVSA retention goal

## Key Definitions (Full definitions in manuals):

**Actively Enrolled Clients:** All clients with some enrollment time during the report period and have completed a home visit within 90 days of the end of the report period.





# Enrollment and Retention:

## Measures Defined:

Enrolled Clients

Actively Enrolled Clients

Engaged Clients

Fully Engaged Clients

Inactive clients (families)

Newly enrolled clients (families)

Children enrolled

Index Child

Number of families receiving home visits

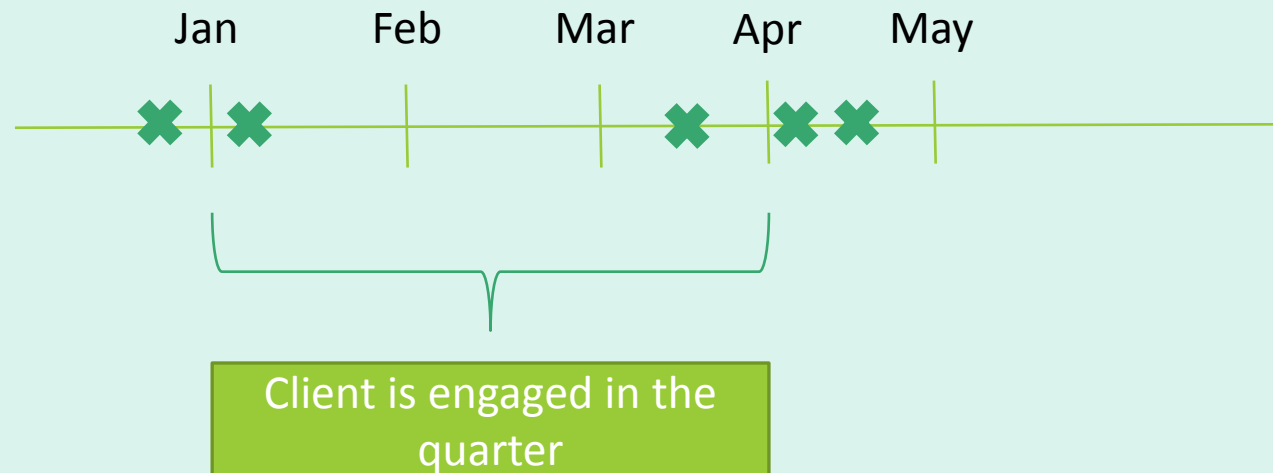
Exits

Exits meeting the HVSA retention goal

Exits before HVSA retention goal

## Key Definitions (Full definitions in manuals):

**Engaged Clients:** All enrolled clients who have completed at least one home visit in the 30 days preceding the end of the report period.



# Enrollment and Retention:

## Measures Defined:

Enrolled Clients

Actively Enrolled Clients

Engaged Clients

Fully Engaged Clients

Inactive clients (families)

Newly enrolled clients (families)

Children enrolled

Index Child

Number of families receiving home visits

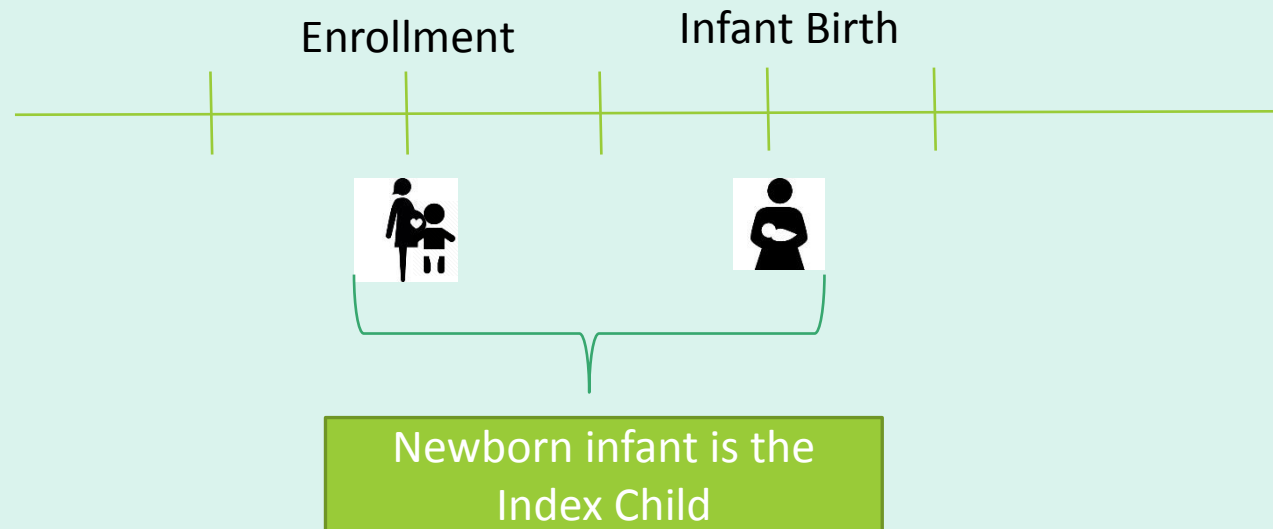
Exits

Exits meeting the HVSA retention goal

Exits before HVSA retention goal

## Key Definitions (Full definitions in manuals):

**Index Child:** Child with the birthdate closest to enrollment will be the child reported on for the aligned measures.



# Enrollment and Retention:

## Measures Defined:

Enrolled Clients

Actively Enrolled Clients

Engaged Clients

Fully Engaged Clients

Inactive clients (families)

Newly enrolled clients (families)

Children enrolled

Index Child

Number of families receiving home visits

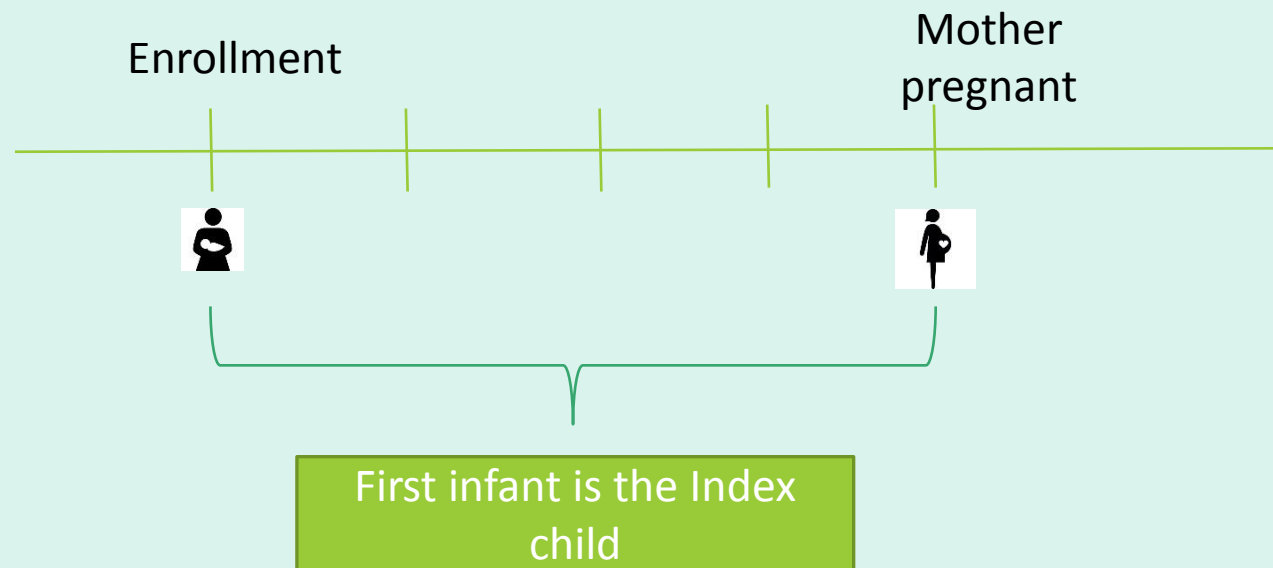
Exits

Exits meeting the HVSA retention goal

Exits before HVSA retention goal

## Key Definitions (Full definitions in manuals):

**Index Child:** Child with the birthdate closest to enrollment will be the child reported on for the aligned measures.



# Enrollment and Retention

---

## Exiting Clients

All clients must be exited on the day the home visitor stops trying to engage with the client.

## Re-enrolling Clients

Some data systems allow exited clients to be reactivated. If a client has been exited from services but later re-engages in services, sites have two options:

- **Option A:** The site can choose to re-activate the client.
- **Option B:** The site can choose to enroll the client as a NEW client.

# Fund Codes and Consent Process

---

# Funding Codes

**Directions:**

- 1. All HVSA sites** must use the following funding codes for the HVSA funding streams in their data system.
- 2. Assign Fund Code for each client**

All HVSA clients must have an HVSA funding code assigned or the clients will not be included in quarterly and annual reporting.

HVSA Funding Source	Site/Fund Code
MIECHV Formula	MIECHV
MIECHV Competitive	MIECHV
Cohort 9 or 13 TANF	TANF
502	502
All other HVSA funding	Other HVSA

# Data Consent Process

---

For all HVSA clients, home visitors should obtain consent to share identifiable data. Sample consent language can be found on DEL's website:

[https://del.wa.gov/homevisiting/programs.](https://del.wa.gov/homevisiting/programs)

## Sample Consent Table:

Client Unique ID	Consented to share identifiable data?
000001	Yes
000002	No
000003	Yes



QUESTIONS?



# Data Collection

---

# Timeline for Data Collection

---

Pregnancy/  
Enrollment



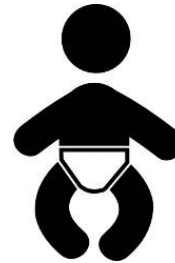
Consent Form(S)  
Demographic

Infant Birth



Gestational age  
PHQ-9  
Well child visit  
Language/Literacy  
IPV Screening

Infancy <12  
months



Breastfeeding  
Well child visit  
Language/Literacy  
ASQ-3  
HOME Inventory

>12 months




Well child visit  
Language/Literacy  
ASQ-3  
HOME Inventory  
Update Demographics

# “Primary Caregiver” in Visit Tracker

**Visit Tracker** – Visit Tracker says to enter “combined first names”, this is **not accurate** guidance

For HVSA Aligned Measures we are only reporting on the “primary” caregiver, names should be adjusted to only reflect the primary caregiver. Enter only **ONE** first name.

 **Guardian Data** ↑↓ Pan, Peter 🔍

ID	839693		
<b>Combined First Names</b>	Peter		
Family Name	Pan	Time Available	Time Available
Mailing Address	Mailing Address	📍	
Street Address	<a href="#">copy mailing</a> Street Address	📍	
City, State, Zip	City	State	Zip

# Aligned Measures

---

DEFINITIONS AND DATA COLLECTION

# Measure 1: Breastfeeding



**Definition:** Percent of infants (among mothers who enrolled in home visiting prenatally) who were breastfed any amount at 6 months of age

Make sure the infant is at least 6 months old



## DIRECTIONS:

Children's Health Info tab -

At 6-months, complete a **breastfeeding survey**

BreastFeeding Survey

Date 12/09/2016

Is your child receiving any breast milk?

Select Answer  
Yes  
No - weaned/stopped  
No - never

Create Cancel

# Measure 1: Data Collection

---



**When to collect?** →

Immediately **AFTER** infant is **6-months old**

**What to collect?** →

**Record answer to the question -**  
“Is your child receiving any breastmilk?”

**Where to record?** →

Complete a “**Breastfeeding Survey**” under  
Children’s Health Info Tab

# Measure 2: Depression Screening

---



**Definition:** Percent of primary caregivers enrolled in home visiting who are screened for depression using a validated tool within 3 months of delivery if enrolled pregnant or 3 months of enrollment if enrolled postnatally

Collect within 90  
days of birth or  
enrollment

## **DIRECTIONS:**

Guardian Assessments tab - **PHQ-9 Form:**

Complete a depression screening for all clients using the PHQ-9 Form within **90 days of delivery** if enrolled pregnant or **90 days of enrollment** if enrolled postnatally.

# Measure 2: Data Collection

---



**When to collect?** ➡

Within **90 days** of Delivery (if enrolled prenatally) or Enrollment (if enrolled postnatally)

**What to collect?** ➡

Conduct a **PHQ-9 screening** and record results on PHQ-9 Form

**Where to record?** ➡

PHQ-9 Form under **Guardian Assessments tab**



# Measure 3: Well-Child Visits



**Definition:** Percent of children enrolled in home visiting who received the last recommended visit based on the American Academy of Pediatrics (AAP) schedule



**DIRECTIONS:** Children's Health Info tab –

At every home visit, ask the primary care giver about any well child visits.






Record the visit under Children's Health Info. Select "well child" from the drop down menu for "Type" of visit.

Data must be collected at EVERY visit

Select "well-child visit"

Child Medical Visits

Date	09/06/2016	
Type	Physician 	
Reason	well child 	
Comments	<input type="text"/>	

Create Cancel

# Measure 3: Data Collection

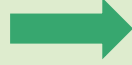


**When to collect?**



At **EVERY** visit after birth

**What to collect?**



Since our last visit, has your child received any well child visits?

**Where to record?**



**Children's Health Info Tab**

# Measure 4: Child Maltreatment



**Definition:** Percent of children enrolled in HV with at least one investigated case of maltreatment following enrollment within the reporting period



## **DIRECTIONS:**

Complete a consent form. Note which clients consented and which clients refused to consent in Visit Tracker (under construction) until then use an Excel Spread Sheet and upload to your SFT Site.

Inform DOH about  
all consents AND  
declines



Sample Consent Table

Client Unique ID	Consented to share identifiable data?
000001	Yes
000002	No
000003	Yes

# Measure 4: Child Maltreatment

---

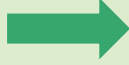


**When to collect?**



At enrollment for new clients, and ASAP for previously enrolled clients

**What to collect?**



Collect consent forms including declines

**Where to record?**



Record all consents in your Visit Tracker when available, until then use an external Excel Spread Sheet

# Measure 5: Parent-Child Interaction

---



**Definition:** Definition: Percent of primary caregivers enrolled in HV who receive an observation of caregiver-child interaction using a validated tool.



A HOME must be completed EVERY year a child is enrolled

## **DIRECTIONS:**

HOME Inventory – Complete a HOME Inventory for each child every year the child is enrolled. Record the HOME under **Guardian Assessments** tab by selecting “I/T HOME”



# Measure 5: Data Collection

---



**When to collect?** →

Complete a parent-child interaction tool EVERY report year for each index child.



**What to collect?** →

Complete a **HOME Inventory**



**Where to record?** →

Guardian Assessments tab/HOME Inventory

# Measure 6: Early Language and Literacy

---



**Definition:** Percent of children enrolled in home visiting with a family member who reported that during a typical week s/he read, told stories, and/or sang songs with their child daily, every day.



## **DIRECTIONS:**

### **Children's Health Info tab:**

"During a typical week, how many days do you (and/or a family member) read, tell stories, and/or sing songs to your child?"

**Collect once  
during the report  
year**



# Measure 6: Early Language and Literacy

---



BreastFeeding Survey

Add Item

Dental Care

Add Item

Medical Care

Add Item

Safe Sleep

Add Item

Literacy Activities

Add Item



# Measure 6: Data Collection

---



**When to collect?** →

Collect data once during the report year for each index child



**What to collect?** →

“During a typical week, how many days do you (and/or a family member) read, tell stories, and/or sing songs to your child?”



**Where to record?** →

Children’s Health Info tab

# Measure 7: Developmental Screening

---



**Definition:** Percent of children enrolled in home visiting with a timely screen for developmental delays using a validated parent-completed tool

Screens that occur outside the time windows will not count



## **DIRECTIONS:**

Complete an ASQ-3 at **9, 18, 24 and/or 30** months of age (recommended tool: ASQ-3)

9 months (240-330 days), 18 months (510-570 days), 24 months (690-750 days), 30 months (856-945 days)

# Measure 7: Data Collection

---



**When to collect?**



**9, 18, 24 and/or 30** months after birth



**What to collect?**



Record results of **ASQ-3**

**Where to record?**



Children's Screening tab/ASQ-3 Tool

# Measure 8: IPV Screening

---



**Definition:** Percent of primary caregivers enrolled in HV who are screened for intimate partner violence (IPV) within **6 months of enrollment** using a validated tool



## **DIRECTIONS:**

Guardian Assessments tab / “Futures”:

Within **6 months of enrollment**, complete the “Futures” screening tool and record the data on the Futures table under Guardian Assessments.

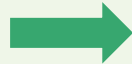
Complete Screen  
within 6 months of  
enrollment

# Measure 8: Data Collection

---



**When to collect?**



Within **6 months** of enrollment

**What to collect?**



**Futures** Without Violence tool (Relationship Assessment Tool)

**Where to record?**



Guardian Assessment tab - “Futures”



QUESTIONS?

# Performance Payment Incentives Measures

---

# PPI Measure 1: Enrollment

---



**Definition:** Average of the number of actively enrolled HVSA clients on the 15th of Month 1, Month 2, and Month 3 of the quarter divided by the total number of funded HVSA funded slots.



Washington State defines an actively enrolled client as client that received a home visit within 90 days of the end of the report period and does not have an exit date.



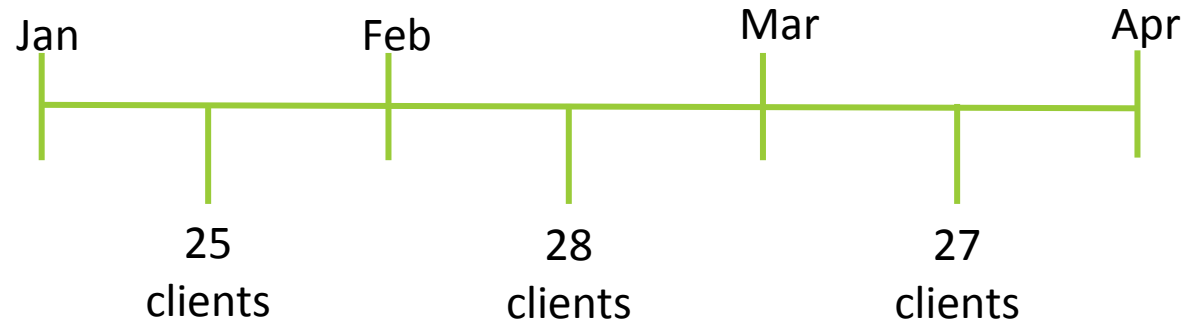
**Directions:**

Record the enrollment and exit date for all clients. Record a PVR for all completed home visits

Clients without a visit  
in the past 90 days will  
**NOT** count towards  
enrollment



# PPI Measure 1: Enrollment in practice



$$(25 + 28 + 27) \div 3 = \text{Average Enrollment}$$

$$\text{PPI Measure} = 26.7 \div 30 \text{ (funded slots)}$$

# PPI Measure 2: Home Visiting Dosage

---



**Definition:** The proportion of enrolled clients that received the model recommended number of home visits during the report period

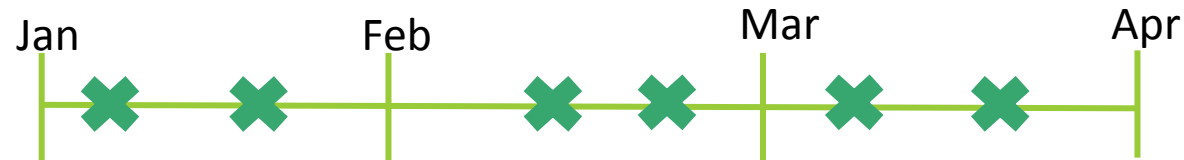
Make sure you are up to date on entering data into Visit Tracker

**Directions:** Record the enrollment and exit date for all clients. Record all home visits completed.

# PPI Measure 2: Dosage in practice



**Client A**



Client meets dosage requirement in quarter



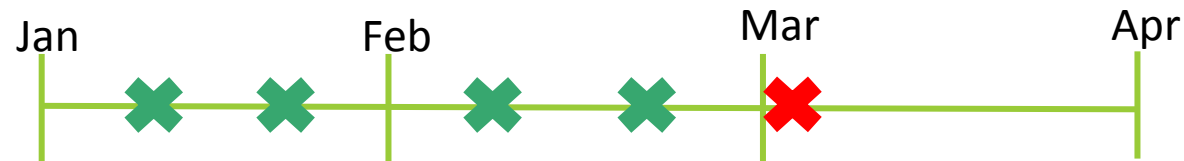
**Client B**



Client does NOT meet dosage requirement in quarter



**Client C**



Client meets dosage requirement in quarter

Client exits

# PAT Definitions for PPI

---

**Home Visits –Any home visit with a completed PVR**

**Dosage -2x Month (for all HVSA clients)**



QUESTIONS?

# SFT Sites

---

# Secure File Transfer (SFT)

## Directions for Using SFT:

**Step 1:** Go to the following website:

<https://sft.wa.gov>

**Step 2:** Enter your account name and initial password. The first time you log on, the system will require you to create a new password.

**Step 3:** Upload a file(s)

axway  
business. in motion.

Welcome to SecureTransport

Server sft  
Version 5.2.1

Please Login

name

password

Log In

Please enter your user name and password to login to SecureTransport.

axway  
business. in motion.

Welcome to SecureTransport

Server sft  
Version 5.2.1  
Logout

My Files

mode  ☐

path

SHARE

file

Browse...

Upload File

Name	Size	Date
<input type="checkbox"/> TEST		Dec 15 2013 00:00

Delete Download View (HTML) View (Text)

# Next Steps

---

- ☐ Make sure your SFT site is up and running
- ☐ Start collecting consents
- ☐ Make sure to send consent information to DOH via your SFT site
- ☐ If you do not use Visit Tracker, work with DOH to submit your data monthly via the SFT site
- ☐ **Coming soon Data Dashboards!**



# Resources

---

**For questions about reporting requirements, data collection, or measure definitions:**

-Stephanie Kovacs: [Stephanie.Kovacs@doh.wa.gov](mailto:Stephanie.Kovacs@doh.wa.gov)

-Elisa Waidelich: [Elisa.Waidelich@doh.wa.gov](mailto:Elisa.Waidelich@doh.wa.gov)

**For questions about your contract requirements:**

-Your contract specialist (Minette Mason, Kathy Tan, or Ivon Urquilla)

-Rene Toolson: [Rene.Toolson@del.wa.gov](mailto:Rene.Toolson@del.wa.gov)

**For questions about trainings for screening tools or model practice:**

-Cassie Morley: [Cassie@thrivewa.org](mailto:Cassie@thrivewa.org)

-Melanie Krevitz: [melanie@thrivewa.org](mailto:melanie@thrivewa.org)

**Helpful website:**

<https://del.wa.gov/homevisiting/programs>



THANK YOU!